

## EPA Official Record

**Mail ID:** df22d9c910254b1ebdce96aa74c8ee4a

**From:** Aoyama, Joyce

**To:** Fisher, Carla

**Copy To:** Kahlo, Meaghan

**Delivered Date:** 03/12/2014 11:06 AM EDT

**Subject:** EZ Email Records

Hi Carla,

I got your message about EZ Email Records and FOIA exempt status.

The safest approach is to save them as EZ – Private, but then, only you will have access to them. You can share them with your teammates by emailing them the EZ records.

If you save them as EZ – Shared and add “FOIA Exempt” to the subject line, it would be clear to anyone looking for relevant records that they should not be released, but in the age of information crawling tools, they could slip through the cracks and be released accidentally.

Please let us know if you have questions about this. I’m cc’ing Meaghan since she’s our ECMS expert.

Thank you,

Joyce Aoyama  
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